

January 30, 2008



**U.S. Customs and
Border Protection**

08-054
ENT -1-CL-APD SM

CLEVELAND AREA PORT PIPELINE

TO All Importers, Brokers, Customs Officers and Other Concerned Parties

SUBJECT: Paper Check Conversion Over The Counter (PCC OTC) Program

U. S. Customs and Border Protection (CBP) has implemented the Financial Management Service (FMS) Paper Check Conversion Over the Counter (PCC OTC) program at depositing port locations. With this program, all checks will be scanned to create legally acceptable substitute checks for electronic deposit.

Identification is required for all checks (Public Law 104-134 – April 26, 1996, Chapter 10).

As a part of PCC OTC, companies presenting business checks will require their Tax Identification Number (TIN) to be included on the face side of the check. In addition, it is requested that a reference number also be noted on the face side of the check. Acceptable reference numbers will relate back to applicable paperwork, for example: Case numbers, Cash receipt numbers, Entry numbers, and Statement numbers.

Personal checks over \$25.00 will require at least one of the following: a social security number, passport number or current driver's license (including issuing state). Please ensure that this information is included on the face side of the check before presenting for payment.

CFR 24.1(3)(ii) requires that an importer or interested party who has paid duties or any other obligation by check and more than one check is returned dishonored by the debtor's financial institution, the Port Director shall require a certified check, money order or cash from the importer or interested party for each subsequent payment until such time that the Port Director is satisfied that the debtor has the ability to consistently present uncertified checks that will be honored by the debtor's financial institution.

If there are any questions regarding these issues, please contact Supervisory Entry Officer Steven Minardi or Supervisory Entry Officer Judy Zaccaro at (440) 891-3833.

A handwritten signature in black ink that reads "Marc A. Hurteau".

Marc A. Hurteau
Area Port Director